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**D**o **YOU**  
**NEED TRAINING**  
*for a business career*

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# The Sir George Williams College Offers to Young Men and Women Several Programmes of Business Training

## Commercial Certificate

### *Evening Course—Term Opens Sept. 19*

The Commercial Certificate of the Sir George Williams College immediately stamps a young man or young woman as possessing a thorough and superior business or secretarial training. Employers recognize the qualifications which it represents. Those who are unable to attend a day course may obtain the Commercial Certificate by means of evening study in the Institute of Business and Technology. The complete course requires only two evenings per week for two school years, and is open only to those who have at least an elementary school education or equivalent. The programme of study is as follows:

#### Commercial Certificate Course—Evening

First Year	Second Year
Business Arithmetic	Business Science
Business English	English
Bookkeeping	Bookkeeping
or Shorthand	or Shorthand
Typewriting	Public Speaking

Many students, however, find a selection of one or two single subjects more suited to their needs. For these, the following unit courses are available:

Bookkeeping & Accounting	French Conversation
Business Arithmetic	Public Speaking
Business English	Electricity
Shorthand	Chemistry
Typewriting	Practical Mathematics
Advertising	Mechanical Drawing
	Business Science

A two-year programme of technical studies leads to the *Technical Certificate* of the Sir George Williams College. Subjects included are:—Mechanical Drawing, Electricity, Chemistry, Physics, Practical Mathematics. Complete information regarding Certificate courses and single subjects is included in the general catalogue, which may be obtained from the Registrar.

## Commercial Certificate

### *Day Course—Term Opens Sept. 6*

A young man may enter business with some assurance of success if, in addition to his general education, he has also had specialized training in business or secretarial work. With such training he is immediately useful to an employer. The day Commercial Certificate course provides this training efficiently and expeditiously. Six to eight months is the average length of time required to complete the course. The *Business Course* includes, Bookkeeping and Accounting, Business English and Correspondence, Business Arithmetic, Office Routine. The *Stenographic Course* includes, Shorthand, Typewriting, Business English and Correspondence, Business Arithmetic, Office Routine. The *Secretarial Course* combines the subjects of the two foregoing courses.

Many high school graduates complete one of the above courses before entering business. Students with a high school education may considerably shorten the time required for the completion of the course. (Note: The day course is for young men and boys only). Complete particulars are given in the general catalogue.

## Commercial High School Diploma

### *Evening Course—Term Opens Oct. 3*

For those who desire a more thorough general education, along with specific business training, the Evening High School Commercial Diploma Course is suggested. In this course the same training is given in Bookkeeping, Stenography, Mathematics, English, etc., as in the Commercial Certificate Course, but the student has the opportunity to add such subjects as Economics, Public Speaking, French Conversation, Science, English Literature, Current History, etc. Only three evenings per week are required to complete the course. Those who have already completed part of their high school course are given equivalent credit, and courses are arranged to suit their needs. Graduation from the Evening High School qualifies for entrance to the College of Arts, Science and Commerce. Detailed information is given in the general catalogue.

## Associate in Commerce Diploma

### *Evening Course—Term Opens Oct. 3*

It frequently happens that those who are fully capable and desirous of profiting by a college education are deprived of the opportunity to go to college because of lack of means. Many high school graduates, realizing that they cannot give up positions which are their only means of support, and go away to college for four years of study, abandon all hope of ever enjoying the benefits which a college education can provide. The Evening College of Arts, Science and Commerce meets the needs of such young men and women. Three-year evening programmes involve only two or three evenings per week of class work, and lead to the Diploma of "Associate" in Commerce, or Arts, or Science. The course in Commerce is as follows:

#### Diploma in Commerce Course

**First Year:** Accountancy, Economics, English.

**Second Year:** Accountancy or Advertising, Principles of Business, Investments, Economic Geography.

**Third Year:** Financial Organization, Business Psychology, Statistics and Charting, Commercial Law, Cost Accounting.

For those who wish to take a general college course, or to specialize in Science, programmes are offered which include a selection from English Literature, German, French, Spanish, Biology, Zoology, Chemistry, Economics, Latin, Mathematics, History, Physics, Public Speaking, Electricity, Philosophy, Psychology, Sociology, and General Science. *A student does not necessarily have to follow a complete programme, but may take any one or more subjects as single courses.*

**Admission**—Students who have been graduated from high school, or who have the equivalent of a high school education, and persons over 21 years of age who may not have satisfied the technical requirements for high school graduation but who have the capacity to do college work, are admitted to the College of Arts, Science and Commerce.

SIR GEORGE WILLIAMS COLLEGE OF THE MONTREAL Y.M.C.A.

1441 Drummond Street

Montreal, Canada

Marquette 8331



# Opportunity Always Exists for Trained Men and Women

The demand for intelligent, ambitious young men and women who have had business training is well recognized, and will be greater in the near future, when business conditions begin to improve. Now is the time to prepare to take advantage of the better times which are sure to come. There has never been a surplus of well-trained persons, and the man or woman who is so qualified for a business career can look forward with confidence to his chances for future employment and promotion.

For those who are already employed, evening commercial education provides the best available opportunity of increasing their business efficiency and earning power without leaving their jobs. It enables them to secure additional skill in the work they are already doing, or to obtain training for other jobs. The ability to do more than one kind of work makes an employee doubly valuable, and increases his chances of securing a new position should occasion demand.

Sound commercial training eliminates the long wasteful years of learning by experience. In so doing it gives the trained person a valuable advantage over those who trust to their experience alone to produce advancement. Commercial training at the Sir George Williams College is unexcelled, for the following reasons:—

*All classes are personally taught by qualified instructors.* Personal attention is given each student, and rapidity of progress is limited only by the capacity of the individual student himself. Educational authorities are agreed that a personally taught course, with the immediate stimulation of fellow class members and instructors, is better than any other method of business training.

*Courses are practical and adapted to the daily needs of the students.* This is possible because of the wide variety of subjects and courses available in the six schools of the Sir George Williams College.

*There are 135 different courses from which to choose.* Therefore, there are courses suitable for students of all ages and all degrees of previous education. The ages of students each year range from 14 to 55 years, and their educational status from elementary school to the university graduate degree. The numerous day and evening courses of the Sir George Williams College appeal to the following types of men and women:—

1. Junior executives who realize the need of being constant students of business, in expectation of increased responsibilities.

2. Junior clerical or secretarial workers who are ambitious to get ahead more rapidly in business, to change their type of work, or to secure a general education in addition to their business course.

3. Recent high school graduates, who desire a thorough business training before taking a permanent job, with the possibility of a college course at night while employed.

4. Recent elementary school graduates, obliged to go to work, who wish to secure day or evening business training, and perhaps to complete high school at night.

5. College graduates, who wish to study certain subjects which their university courses did not include.

6. Technical workers, who desire further technical training, or an understanding of business as a background for their work or an opportunity for change.

*All business courses require only two evenings per week of class work, during the school year of eight months. The moderate tuition fees may be paid in instalments if desired. Full details on courses and fees in general catalogue, available from Registrar.*

## Sir George Williams College of the Y.M.C.A.

This School is the oldest business training institution in Montreal (inaugurated 1873). It has the largest staff (over 50 teachers), the greatest variety of courses (135 from which to choose). It is the only school in Montreal with a trained Student Counsellor, to confer with parents and students concerning suitable vocations and appropriate courses of study. Tuition fees extremely moderate. Equipment includes 30 classrooms, 3 science laboratories, 3 art studios, 2 lecture halls, library and specially equipped commercial and draughting rooms. A non-profit-making institution. Courses open to men and women, boys and girls.

### College of Arts, Science and Commerce

Evening college-grade courses for men and women. Three-year programme for high school graduates leading to Diploma of Associate in Arts, Science or Commerce. Special course leading to Senior Matriculation. Also single courses in Economics, Advertising, Public Speaking, Accountancy, French, Biology, Chemistry, Literature, Mathematics, European History, History of Civilization, Physics, Latin, German, Spanish, Nature of the World and Man, Psychology, etc.

### Evening High School

Four-year course, to Graduation Diploma or Junior Matriculation. Courses in English, Mathematics, Physics, Chemistry, Biology, French, Latin, History, Economics, etc. Also commercial and technical subjects. Credit given for work done in day high school.

### Institute of Business and Technology

Evening Courses in Accounting and Bookkeeping, Business Arithmetic, Business English and Correspondence, Business Science, Chemistry, Electricity, English (for French-speaking people), French Conversation, Mechanical Drawing, Practical Mathematics, Shorthand, Typewriting. Also a DAY BUSINESS SCHOOL.

### Evening Grammar School

Grades V, VI, VII. Special classes for adults. Prepares for high school entrance.

### School of Fine and Applied Art

Day and evening courses. Professional and leisure time training in all branches of fine and commercial art. Drawing, painting, modelling and sculpture, poster design, fashion drawing, illustrating, advertising art. Four specialized instructors; 3 studios.

*For general catalogue, or School of Art prospectus, apply to Registrar, 1441 Drummond St., Montreal. MARquette 8331.*